

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



**CONTRACTS AND PROCUREMENT ADMINISTRATION**

**DETERMINATION AND FINDINGS FOR  
SOLE SOURCE PROCUREMENT**

Agency: Child and Family Services Agency (CFSA)

Contractor: Latin American Youth Center (LAYC)

Contract No.: CFSA-10-H1-0006

Captions: ILP-Residential Units

1. **AUTHORIZATION:** 27 DCMR 1702, Section 1702.3, D.C. Official Code §2-303.05(a)(1) and 2005.6(b)

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has the following minimum need:

A Contractor to provide ILP-Residential Units, which serves youth, aged eighteen (18) to twenty-one (21) that are ready for more advanced independent living in an apartment setting that does not necessarily provide constant supervision on-site. The proposed period of performance for the modification to extend Option Year Four (4) shall be from January 1, 2016 through August 31, 2016.

3. **ESTIMATED FAIR AND REASONABLE COST:**

\$607,228.89

4. **FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

The Government of the District of Columbia Child and Family Services Agency (CFSA) has a minimum requirement to maintain and support the group home provider who is now currently providing ILP-Residential Units.

Latin American Youth Center is the only entity capable of meeting the District's minimum need during the proposed period of performance because they are familiar with the ILP-Residential Unit services which serve youth aged eighteen (18) to twenty-one (21) that are ready for more advanced independent living in an apartment setting that does not necessarily provide constant supervision on-site. Services shall include life and social skills development; therapeutic recreation; educational and vocational support

services; employment support; family services and permanence activities; health care services and medication management support; counseling; and transportation services.

LAYC has licensed facilities and can continue this service without disruption. It takes approximately forty-five (45) days to complete the licensing process, a timetable that would severely disrupt services and impact children in CFSA's care.

Failure to allow the Provider to continue providing services to provide ILP-Residential Units for the stated period of time would seriously jeopardize the continuation of necessary governmental functions and may jeopardize the health, safety and welfare of the District's children and youth. A new solicitation is under evaluation but contracts will not be awarded before the current contract expires. This contract needs to continue services until the new contract is put into place for ILP-Residential Units.

Therefore, it is in the best interest of the District to proceed with HCA extension period, so as to prevent any disruption of services for CFSA children and youth.

5. **CERTIFICATION BY THE AGENCY HEAD:**

I hereby certify that the above findings are correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ray Davidson  
Director

6. **CERTIFICATION BY THE CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source was published in accordance with 27 DCMR 1304.1.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

### **DETERMINATIONS**

Based on the above findings and in accordance with the authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

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Date

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Tara Sigamoni  
Agency Chief Contracting  
Officer